

PROFESSIONAL EXPERIENCE

JENNIFER HINES DESIGN

December 1999-Present

DESIGNER/OWNER

Design and produce a wide variety of marketing and promotional materials including catalogs, brochures, posters, print ads, and web banners for corporate and public agency customers . Print management • Client and vendor relations • Administrative responsibilities . Clients include: McKesson, Jossev-Bass, Cities of Lafayette, Pleasanton, Berkeley, Antioch, Walnut Creek, Zone 7 and Dublin San Ramon Services District.

July 1996-December 1999

JOSSEY-BASS PUBLISHERS CATALOG DESIGN MANAGER

Oversaw the conceptualization, design and production of 13 four-color catalogs per year and all direct-marketing promotions for the Jossey-Bass/Pfeiffer imprint • Prepared print-ready files • Hired and directed freelance designers, production artists and photographers . Direct-marketing budget and scheduling.

FINELINE GRAPHICS

November 1991-March 1995

DESIGNER/OWNER

Designed and produced an array of projects including brochures, t-shirts, line art and corporate identity packages . Clients included: John Muir Medical Center, Stewart Title Company, San Francisco French Bread Company and Laura Scudders.

FOR RENT MAGAZINE

November 1989-July 1996

SENIOR DESIGNER/REGIONAL TRAINER

Created and produced print advertising for a national, bi-weekly, four-color magazine . Created marketing tools including direct-mail campaigns and trade show materials . Trained new designers in the Western region.

ACTIVITIES & POSITIONS

CASTLEWOOD PROPERTY **OWNERS ASSOCIATION**

January 2013-January 2016

BOARD MEMBER/SECRETARY

Responsible for attending bi-monthly board meetings, setting the agenda and taking and recording meeting minutes . Actively participated in discussions and decision making on behalf of the Association.

SANDRA J. WING HEALING THERAPIES FOUNDATION

March 2014-June 2015

BOARD MEMBER

Provided foresight, oversight and insight to insure the foundation had adequate resources to advance its mission . Acted as an advocate for the foundation's goals and mission through public outreach and fundraising events . Actively participated in making decisions on behalf of the organization.

SANDRA J. WING HEALING THERAPIES FOUNDATION

December 2013-June 2015

EDITOR. WINGSPAN NEWSLETTER

Oversaw the production of the Foundation's quarterly newsletter. wrote and edited articles and content . Collaborated with the writer's regarding editorial content and with the graphic designer regarding deadlines, layouts, photos and production concerns.



925-577-7758



23 Bay Forest Drive, Oakland, CA 94566



hinesdesign@me.com

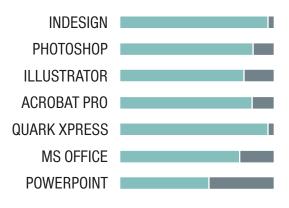


jenniferhinesdesign.com

EDUCATION

NORTH TEXAS STATE UNIVERSITY **BFA** | ADVERTISING DESIGN MINOR | ADVERTISING JOURNALISM AUGUST 1982-AUGUST 1987

SOFTWARE PROFICIENCY



SKILLS

- PHOTOGRAPHY
- BRANDING
- LOGO DESIGN
- INFOGRAPHICS
- ILLUSTRATION
- COPY WRITING
- COPY EDITING
- PRINT MANAGEMENT
- WEB DESIGN
- SIGNAGE

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